

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



June 17, 1988

ALL-COUNTY LETTER NO. 88-66

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the April - June 1988 quarter. Included are instructions regarding alterations to County-owned or rented space, the completion of time study summaries, Greater Avenues for Independence (GAIN) Supportive Services, the Immigration Reform and Control Act (IRCA) of 1986, and the Independent Living Skills Program (ILSP). In addition, included are a listing of All-County Letters (ACL) which impact GAIN claiming, clarification on the funding of Child Welfare Services (CWS) staff development costs, and clarification on the submittal of supplemental and revised claims. The following forms are to be used for the April - June 1988 quarter claim. New and revised forms will be forwarded to the Counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	10/87	DFA 327.5B* (Formerly 327.6B)	5/88
DFA 325.1A	11/86	DFA 327.5D (Formerly 327.6D)	2/88
DFA 325.1AA	2/87	DFA 327.6A* (Formerly 327.7A)	5/88
DFA 325.1B	2/88	DFA 327.6B* (Formerly 327.7B)	5/88
DFA 327.1A*	5/88	DFA 327.6D (Formerly 327.7C)	2/88
DFA 327.1B*	5/88	DFA 327.7A* (Formerly 327.8A)	5/88
DFA 327.1C	2/87	DFA 327.7B* (Formerly 327.8B)	5/88
DFA 327.1D	2/88	DFA 327.7D (Formerly 327.8C)	2/88
DFA 327.2A*	5/88	DFA 43*	5/88
DFA 327.2B*	5/88	DFA 46*	5/88
DFA 327.2C	8/87	DFA 48	7/86
DFA 327.2D	2/88	DFA 48A	7/86
DFA 327.2F*	5/88	DFA 50	7/86
DFA 327.3A*	5/88	DFA 52*	5/88
DFA 327.3B*	5/88	DFA 856	4/82
DFA 327.3D (Formerly 327.3C)	2/88	DFA 47*	5/88
DFA 327.4A*	5/88	DFA 53	12/87
DFA 327.4B*	5/88	DFA 323*	6/88
DFA 327.4C*	5/88	DFA 403	11/86
DFA 327.4D*	5/88	DFA 419	8/86

*Indicates new or revised this quarter

Costs for Alterations to County-Owned or Rented Space

Counties are reminded that Section 3160 of the Handbook of Cost Plan Procedures for California Counties, published by the Office of the State Controller, requires costs of alterations projects exceeding \$25,000 to be amortized over a three-year period. The County Welfare Department (CWD) may not claim any costs until the alterations project is complete and the total cost of the project has been determined. The CWD may then claim the first annual installment in one quarter rather than distribute the amount over the four quarters of the fiscal year (FY). The second and third annual installments are to be claimed in the first quarter of each subsequent FY.

These instructions do not apply to claiming costs of alterations of space for the GAIN Program. Please refer to All-County Information Notice (ACIN) I-94-87 for instructions regarding alterations of GAIN space.

Completion of Time Study Summaries (DFA 47, 323, and 53)

In order to facilitate the processing of the time study summaries and the Administrative Expense Claim using automated data processing, Counties are instructed to round time reported by casework staff and first-line supervisors on the DFA 47, 323, and 53 to the nearest one-tenth of an hour. There are no other changes in the use of these forms.

GAIN Supportive Services

Costs for supportive services provided to GAIN participants must be reported on the DFA 325.1B, Direct Costs and Abatements Detail Schedule, as a case management cost in order to be carried forward to the appropriate component line on the DFA 327.4D, Direct Cost and Abatements form. For example, costs for Child Care provided for participants in Job Club Workshop should be reported as a case management cost on the DFA 325.1B by entering Line 95 in Column 1. Counties are also reminded to separately identify Federal and Nonfederal supportive services expenditures by component and by type of service.

IRCA of 1986

Counties were notified in ACL No. 88-38 of the IRCA time study procedures. For claiming purposes, the hours for all IRCA programs are to be summarized on Line T on the Eligibility and Nonservices Time Study Summary and Program Allocation Ratios (DFA 323). Administrative costs for these activities will be reported throughout the Administrative Expense Claim on Line 59, and claimed as 100 percent federally funded.

Counties may also claim clerical and administrative support staff costs that were incurred directly related to IRCA planning and implementation if all the following conditions exist:

- o The costs were incurred after July 1, 1987, but in a quarter prior to implementation of the program in the County;
- o The costs are substantiated by time records; and,
- o The costs were incurred in a quarter prior to caseworkers time studying to an IRCA component.

These administrative costs are to be claimed on the Direct Costs and Abatements Detail Schedule (DFA 325.1B). The salaries and benefits are to be claimed as "Personal Services." An amount equal to ten percent of the salaries may be claimed as "Operating Costs" through June 30, 1988. However, beginning July 1, 1988, clerical and administrative support staff costs must be claimed in accordance with the revised Cost Allocation Plan, effective for FY 1988/89.

In addition, casework-related costs may be claimed if incurred after October 1, 1987. Counties that incurred IRCA costs in prior quarters, but did not claim them as such, must submit supplemental Administrative Expense Claims for the affected quarter(s).

ILSP

Counties were advised in ACL No. 88-38 of the addition of two lines on the Social Services Worker Time Study (DFA 46) to record time spent on ILSP-Administration and ILSP-Services activities. Effective with the April - June 1988 quarter, costs for "ILSP-Administration" and "ILSP-Services" shall be claimed on Lines 20 and 21, respectively, on the Administrative Expense Claim.

In addition, because of the addition of ILSP-Administration, i.e., case management, as a program line on the claim, it is necessary to revise the instructions contained in ACL No. 87-161 regarding the claiming of staff development costs attributable to the ILSP.

Costs for training which meet the staff development regulations set forth in Division 14, Chapter 14-214 of the Staff Development and Training Manual, shall be claimed to ILSP-Administration in the Staff Development cost pool. Other costs for training which do not meet the criteria of Division 14 are claimed in their normal cost pools. For example, salaries and benefits for social services workers attending training may be charged as a staff development cost if the training is at least five consecutive days. If the training is less than five consecutive days, the social services workers will time study their ILSP training time to ILSP-Administration on the DFA 46 and their salaries and benefits claimed in the Allocable Casework-Social Services cost pool.

Direct ILSP costs are to be reported on the DFA 325.1B as "ILSP-Services" in the usual manner. Indicate the type of cost and, if applicable, the name and the contract number.

All ILSP costs are to be reported as 100 percent federally funded on the Social Services Fund Distribution form (DFA 327.7A).

GAIN ACLs

At the request of the Counties, the following provides an inventory of ACLs, issued to date, which impact GAIN fiscal claiming:

<u>ACL Number</u>	<u>Topics Covered</u>
86-62	<ul style="list-style-type: none"> o Contracts o Split-function staff, authorization for o Time study instructions
86-87	<ul style="list-style-type: none"> o Fixed-unit price contracts o Time study instructions for the start-up quarter
86-92	<ul style="list-style-type: none"> o Addition of Employment Services function costs on the County Administrative Claim
86-104	<ul style="list-style-type: none"> o Time study instructions for GAIN registration
87-08	<ul style="list-style-type: none"> o Phase out of Work Incentive Demonstration during start-up quarter
87-53	<ul style="list-style-type: none"> o Workers' Compensation claiming instructions
87-100	<ul style="list-style-type: none"> o Time study instructions for the start-up quarter
87-119	<ul style="list-style-type: none"> o Contracts: Equipment Purchases and Advances o State-only Aid to Families with Dependent Children GAIN participants o Electronic Data Processing
I-94-87	<ul style="list-style-type: none"> o Space alterations and renovations
87-159	<ul style="list-style-type: none"> o Equipment purchases by contractors
88-05	<ul style="list-style-type: none"> o Forms orders for the start-up quarter
88-32	<ul style="list-style-type: none"> o Direct Costs o Contracts for child care services
88-38	<ul style="list-style-type: none"> o Revised time study instructions

CWS Staff Development Costs

This is to remind Counties of how staff development costs attributable to the CWS Program are funded. Currently, the County Services Block Grant (CSBG) allocation includes staff development funding for both the CSBG and CWS programs. Although the Administrative Expense Claim requires the identification of staff development expenditures to the CWS Program, these costs are charged against the CSBG allocation. In cooperation with the County Welfare Directors' Association Allocation Committee, it was agreed that staff development funding will continue to be handled in this manner for FY 1988/89. The need to modify the CWS allocation to include staff development funding will be considered for FY 1989/90.

Supplemental and Revised Claims

As a clarification for the Counties, there is a difference in how and when supplemental and revised claims are to be prepared. A supplemental claim is submitted in order to adjust costs that were inaccurately claimed or omitted on the original claim. The supplemental claim is to include only the costs that are being increased or decreased. A revised claim is submitted to change time study hours/costs. A revised claim reflects all costs for the entire quarter, including any costs submitted on a supplemental claim, as it is a replacement for the original claim. When preparing any type of claim, costs are to be reported in the quarter in which the expense was paid.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 495-7046.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA